## Creating a Foster Care Rate when a CANS does not exist

The Pre-CANS Foster Care Rate Page is available to document a rate beyond the Basic Costs prior to the completion of the CANS. These are often used to pay a provider additional monies for taking a child in an emergency situation. The Foster Care Rate can be backdated to the first day of the placement.

**Note:** The child for whom you create a Pre-CANS Foster Care Rate should have on open Out of Home Placement with a qualifying Foster Home Service Type (ie. Foster Home (Level 2+)).

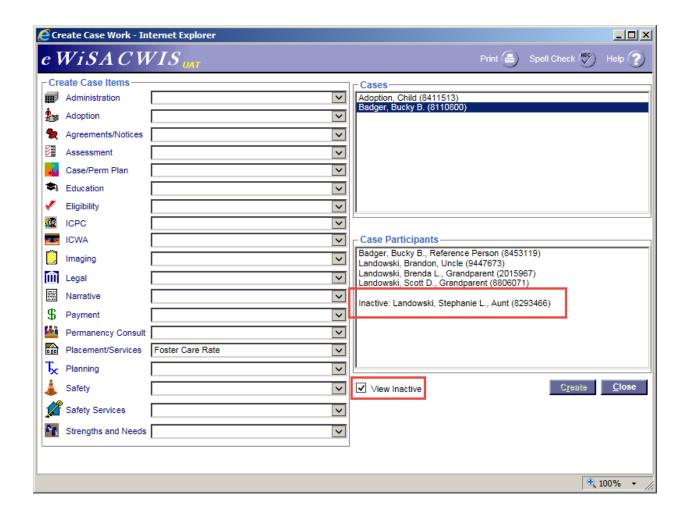
An approved Out of Home CANS must <u>NOT</u> exist for the child in eWiSACWIS to create a Pre-CANS Foster Care Rate.

This rate will **NOT** include any supplemental costs.

- 1. From the desktop, go up to Create > Case Work or click the Case Work hot button work. This will open the Create Case Work page.
- 2. On the Create Case Work page, select Foster Care Rate- Pre-CANS from the Placement/Services drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Foster Care Rate page.

**Note:** You are able to create a Foster Care Rate for a child who is Inactive by checking the View Inactive check box and selecting the Inactive person.

November 2016



November 2016 2

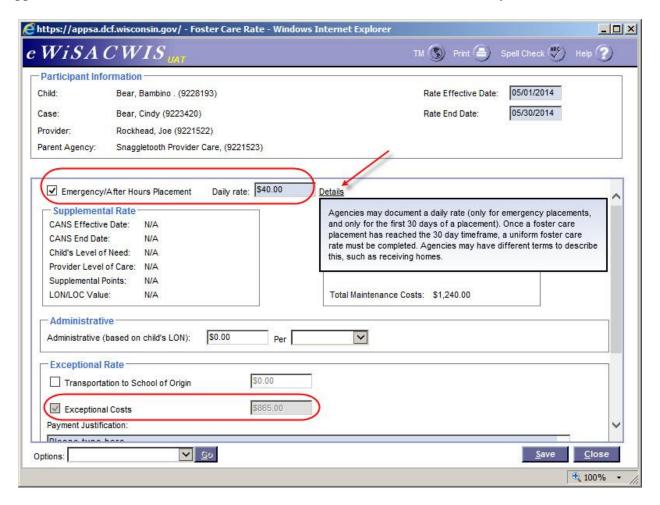
- 3. The Foster Care Rate page contains the Participant Information group box. The group box shows the child's name, case name, provider name, Parent Agency and rate effective and end dates.
  - The Rate Effective Date will pre-fill with the begin date of the Out of Home Placement. The Rate End Date will pre-fill to the date which is 30 days after the begin date of the Out of Home Placement. By having an end date, the system will turn this Foster Care Rate off, proactively ending the Foster Care Rate (Exceptional, Administrative, and Costs > Spending Limit amounts) but not the Basic rate.

**Note:** For a Pre-CANS Foster Care Rate, the CANS-related fields on the Foster Care Rate page will display N/A since no CANS exist.

- 4. The Current Basic Costs will pre-fill with the service rate associated with the placement service type and display in the Uniform Foster Care Rate group box.
- 5. If the Pre-CANS Foster Care Rate is being used to pay an Emergency or After Hours Rate then select the Emergency/After Hours Placement checkbox and enter the appropriate Daily Rate. By entering an amount in the Daily Rate field the page calculates the appropriate monthly Exceptional Costs.

**Note:** The Details flair describes an Emergency/After Hours Rate.

6. If applicable, enter an amount in the Administrative field. Then select either day or month in the Per field.



November 2016

7. If this is not an Emergency/After Hours situation, then the Exceptional Rate group box can provide an area for you to document any appropriate exceptional costs. You can enter the exceptional costs amounts, as well as the justification of such costs.

In order to document the exceptional costs, you have to select either the Transportation to School of Origin or the Exceptional Costs checkbox, or both. Once the exceptional amount has been documented, you can document the exceptional payment justification in the Payment Justification sections for all exceptional costs you are requesting.

**Note:** If the sum of Basic and Exceptional costs exceed the spending limit of \$2,000, the amount exceeding the \$2,000 spending limit will be displayed as Costs > Spending Limit.

8. The Monthly Payment Explanation expando will display the breakdown of up to three individual monthly payments: Maintenance, Administrative, and Costs > Spending Limit. The Maintenance Payment includes Basic, Supplemental and Exceptional Costs. The Administrative payment includes Administrative costs. The Additional Payments will include the costs exceeding the \$2,000 spending limit.

November 2016 4